

CHAPTER 6

COMMANDING OFFICER/MISSION POLICES

STANDARD OPERATING PROCEDURE

500 BED FLEET HOSPITAL

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500 BED FLEET HOSPITAL

STANDARD OPERATING PROCEDURES

COMMANDING OFFICER/MISSION POLICIES

A. **MISSION**: Command and operate a Fleet Hospital.

B. **FUNCTIONS**:

1. IN GARRISON, NON DEPLOYED:

(a) Formulate and publish policies relating to the overall mission which will assure optimal readiness and individual preparation.

(b) organize the command and assign duties.

(c) Assure that training for assigned personnel is on going, current, applicable to the mission, utilizes equipment and supplies appropriate to the Fleet Hospital and is cost effective.

(d) Accomplish required readiness reporting through the appropriate chain of command.

(e) Conduct or cause to be made, periodic inspections to ensure the overall readiness, effectiveness and efficiency of the command.

(f) Develop and publish, operational policies and procedures for utilization upon deployment which will augment the generic, core SOP's.

(g) Assure assigned personnel are medically qualified for deployment and full duty.

2. DEPLOYED:

(a) Implement deployed operational policies.

(b) Compile required reports and forward through chain of command.

(c) Provide nursing, medical, surgical, ancillary and administrative services as appropriate to support.

(d) Provide for averall security of the command.

(e) Establish command-wide emergency communications for attack, fire, all clear and contingency response to return to duty for mass casualty situations.

(f) Establish leave and recreation policy based upon contingency needs and in theater command policy.

(g) Implement command weapons polic to include wearing of weapons, issue of weapons and theater command guidance.

(h) Disseminate CBR policy established for the Theater of operations.

C. **PHYSICAL DESCRIPTION:**

1. Location within complex:

2. Sheltering.

Type:

Quantity:

3. Material.

IOL: T00A, T00B, T00C, T00F, T00G, T00K, T00L, T00M,
T00N

D. **SPECIAL CONSIDERATIONS:**

1. Contingencies may be austere or hostile acts of war or aggression, result from a disaster or meet a humanitarian need. Casualties of the contingency may be ill and require extensive medical care or injured and require a wide variety of surgical interventions. The acuity of care may change hourly requiring a great deal of flexibility and adaptability by the hospital staff. The bed mix will vary from one contingency to another while the command must provide care from a relatively fixed MPA.

2. Pre-deployment, in garrison focus of the command should be developing a sound, collegial relationship between the Directors of Service, the Directors identifying and

establishing ownership of their respective directorates to include equipment, manpower and supplies, promulgating command specific policies and further expanding upon the generic, core SOP's for the Fleet Hospital.

3. Pre-deployment, in garrison review of the overall blue print of the hospital for the purpose of identifying shortfalls in space and design must be accomplished by the command.

4. Pre-deployment, in garrison review of all equipment and supplies to include medicine and time dated consumables must be accomplished to assure appropriate packing, quantity and location of items is accomplished.

5. If possible, obtain from the Commanding Officers of the hospitals deployed in support of Operation Desert Storm, copies of their original input for lessons learned to enable appropriate planning and correction of deficiencies.

6. A clear understanding of the differences between the peacetime (brick and mortar) hospital function and that of the deployed, austere equipped Fleet Hospital must be reached by the command.

7. Forms reports and references normally found or used in or by a hospital may not be pre-placed in the pack out equipment and ISO's. The command should identify what it will use, the amount needed operate for a limited time until additional supplies are forwarded, and prepare them for shipment with the main body.

8. Security is critical for the hospital regardless of the contingency to which deployed and must be addressed, planned for and established pre-deployment.

9. Once deployed, theater evacuation of patients will be established by the CINC and will be coordinated through JAMRO and the Air Force Aeromedical Evacuation system. The Aeromedical Evacuation guidance located in the Patient Administration SOP is designed to assist that department in preparing patients for Aeromedical Evacuation and is not to be considered the theater evacuation policy.

10. Portions of this SOP are intentionally omitted in order to permit the command to individualize it's own SOP.

Also the remaining sections of the command chapter are omitted with the intent that the command should define and tailor these sections to its own desires.

11. It is highly recommended that the simplified format established and utilized in the generic SOP's provided in specific areas, be utilized and a concerted effort be made to follow the examples provided and write all future, hospital specific SOP's in the same manner.

E. **WORKLOAD:** N/A.

F. **ORGANIZATION:**

1. Responsibility. N/A.
2. Organizational chart. N/A.
3. Staffing.

(a) The Executive Officer, all Directors of Service, the Command Master Chief and administrative support personnel perform duty in the section of the command.

(b) Other functions may be added at the discretion of the Commanding Officer.

4. Assignment by Billet Sequence Number: N/A.
5. Watch Bill: N/A.
6. Special Watches: See Tab A, page 5.

G. **TASKS:**

1. To be developed by command enhancing the guidelines set forth under Functions. Also, guidance from TYCOM, CINC, FHSO, FHOTC, PML-500 and the Naval Medical Doctrine Center, should be considered as well as lessons learned from Operation Desert Storm.

2. The intent is to allow the commanding officer input into defining tasks of the office as well as to enable the newly assigned commanding office the opportunity to enhance his/her knowledge of the office.

3. Also it is the intent to promote a vested interest in the platform by creating opportunities to explore and learn functional areas and duties.

H. **STANDARD OPERATING PROCEDURES:**

1. Functional area specific policies will be developed by the command section regarding areas reporting to the command section (i.e. Security, Public Affairs etc.).

2. Command Policies for Water Hours, Smoking, etc. See Tab B, page 8.

I. **CLINICAL POLICIES GUIDELINES:** N/A.

J. **STANDARDS AND JOB DESCRIPTIONS:** N/A.

K. **DOCUMENTATION:** N/A.

TAB A

**SPECIAL WATCHES
SUPPORT FOR SPECIAL DETAILS**

<u>Number</u>	<u>Title</u>	<u>Page</u>
A-1	Litter Teams	6
	Perimeter Defense	6
A-2	Fire Fighting	7
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TAB A-1

**SPECIAL WATCHES
SUPPORT FOR SPECIAL DETAILS**

<u>Department</u>	<u>Officers Assigned</u>	<u>Enlisted Assigned</u>	<u>Litter Teams</u>		<u>Perimeter Teams</u>	
			<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
Commanding Officer	04	04				
Patient Affairs	01	16		04		04
Operating Management	01			01		01
A. Security		25		14		20
B. Laundry		10		06		06
C. Commo		05		02	Defend	Commo
D. Remainder	07	07		07		
Public Works	01	54		24	01	30
Manpower Management		04		04		
Material Management	01	01			Take	Cover
A. Supply		12		06	Defend	Supply
B. Medical Repair		09		05		04
C. CSR	01	09				01
Surgical	30	56		20		05
Chaplain	01	02		02	Take	Cover
Anesthesia	09				"	"
EENT	03	04		02	"	"
Orthopedics		04		03		02
" "						
Medicine	18	14		10	"	"
Neuropsychiatry	02	03		02	"	"
Dental	04	08		04		02
Nursing Service	69	124		20		30
Radiology	02	11		05	Take	Cover
Laboratory	02	24		05	"	"
Food Service	02	26		20		19
Preventive Medicine	01	03		02		02
Pharmacy	02	07		05	Defend	
Pharmacy						

TAB A-2

**SPECIAL WATCHES
SUPPORT FOR SPECIAL DETAILS**

<u>Department</u>	<u>Officers Assigned</u>	<u>Enlisted Assigned</u>	<u>Fire Fighting</u>		<u>Special Details</u>	
			<u>OFF</u>	<u>ENL</u>	<u>OFF</u>	<u>ENL</u>
Commanding Officer	04	04	04	04		
Patient Affairs	01	16		12		
Operating Management	01		01		01	
A. Security		25		25		
B. Laundry		10		10		
C. Commo		05		03		
D. Remainder		07		07		
Public Works	01	54	01	50		01
Manpower Management		04		04		
Material Management	01	01	01	01		
A. Supply		12		10		01
B. Medical Repair		09		08		
C. CSR	01	09		06		
Surgical	30	56		50		01
Chaplain	01	02		02		
Anesthesia	09					
EENT	03	04		02		
Orthopedics		04	03			02
Medicine	18	14		10		01
Neuropsychiatry	02	03		02		
Dental	04	08		04		01
Nursing Service	69	124		40		05
Radiology	02	11	02	11		01
Laboratory	02	24		15		02
Food Service	02	26		20		01
Preventive Medicine	01	03		03		
Pharmacy	02	07	05			

TAB B

STANDARD OPERATING PROCEDURES INDEX

<u>Number</u>	<u>Title</u>	<u>Page</u>
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TAB B-1

POWER SHEDDING PRIORITIES

A. **PURPOSE**: To identify the relative importance of all electrical equipment so that circuits can be energized/de-energized selectively in the event full power is not available.

B. **DEFINITION**: N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**: N/A.

D. **CRITERIA**:

1. Mission essentiality of all electrical equipment is identified both to functional area staff and on individual pieces of equipment.

2. Priorities of need are identified for each circuit contained in power distribution panels.

E. **STEPS**:

1. As soon as possible after each department area begins operations, the senior responsible officer/petty officer will prepare a list of important electrical equipment in descending order of criticality.

2. Affix labels to each critical item to identify its priority of need in the event of a partial power failure.

3. Clearly label all circuit breakers in each power distribution center with a number identifying the order in which each will be shut down. Assign the number "1" to the most critical.

F. **RESPONSIBILITY**:

Senior Officer/Petty Officer assigned to each functional area.

TAB B-2

WATER HOURS

A. **PURPOSE**: To identify the relative importance of all water consumption so that critical functions can be maintained in the event an adequate supply of potable water is not available.

B. **DEFINITION**: Potable water is that which is fit or suitable for drinking.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**: N/A.

D. **CRITERIA**:

Mission essential functions are prioritized in Chapter 09, TAB G-14.

E. **STEPS**:

1. First water hours will be instituted:

(a) If an adequate supply of potable water is not available, but non-potable water is available, certain BCH's and MUM's will be designated as unsafe for drinking, but will function at full capacity.

(b) If an adequate supply of potable and non-potable water is not available, BCH's and MUM's will be shut down until an adequate supply can be found.

F. **RESPONSIBILITY**:

1. Commanding Officer.

2. Public Works Officer.

TAB B-3

WHEELED LITTER RACK OPERATION

A. **PURPOSE:** To provide instructions on the safe operation of the wheeled litter rack.

B. **DEFINITION:** N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

1. Wheeled Litter Rack.
2. Standard Litter.

D. **CRITERIA:**

Litter borne patients are secured to rack, transported, and removed from rack safely.

E. **STEPS:**

1. Ensure that litter rack stabilizing legs are secured in the "down" position.
2. Strap patient to litter and place litter feet in rack stirrups, head at handle grip end.
3. Secure litter in stirrups by rotating locking pin crank until locking pins extend through litter feet. CAUTION: Do not over-extend pins.
4. Raise stabilizing legs by firmly grasping both ends of the handle bar and lifting bar evenly and carefully until legs lock in the raised position. Exercise care when lifting to ensure that handle bar does not twist or rise unevenly.
5. Transport patient by pushing/pulling and steering litter pole extensions.
6. Secure stabilizing legs in the "down" position before removing patient. Secure legs in the same manner as they were raised. KEEP THE HANDLE BAR LEVEL.
7. Release the litter feet from the rack by rotating the locking pin crank. DO NOT TURN TOO FAR.

TAB B-4

SMOKING REGULATIONS

A. **PURPOSE**: To establish areas throughout the hospital compound where smoking is and is not authorized.

B. **DEFINITION**: N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**: N/A.

D. **CRITERIA**:

Consistent with safety and habitability requirements, areas throughout the hospital compound are designated as smoking and non-smoking areas.

E. **STEPS**:

1. Immediately upon achieving operational capability, the senior staff member of each functional area will review that area and identify appropriate areas for authorized smoking.

2. Considerations when designating smoking areas include:

(a) Medical concerns, i.e., direct and indirect factors that influence The medical care mission.

(b) Flammability of shelter systems themselves, e.g., smoking must be prohibited inside all tents.

(c) Proximity to flammable fuels, e.g., smoking must be prohibited within 50 feet of any fuel storage, fuel distribution, and fuel consuming apparatus.

(d) Proximity to other flammable substances, e.g., smoking must be prohibited within 50 feet of any area where paint, volatile chemicals, medical or industrial gasses are stored or in use.

(e) Operator safety, e.g., vehicle and equipment operators may not be authorized to smoke while operating machinery.

3. Clearly identify areas subsequently designated as smoking and non-smoking spaces.

4. Ensure that appropriate sand or water-filled receptacles are available in areas where smoking is authorized.

F. **RESPONSIBILITY:**

Senior staff member assigned to each functional area.

TAB B-5

DARKEN HOSPITAL PROCEDURES

A. **PURPOSE**: To provide procedures to restrict the amount of light emitted by elements of the hospital compound when directed by higher authority or deemed necessary by the Hospital Commanding Officer.

B. **DEFINITION**: N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**: N/A.

D. **CRITERIA**:

Upon notification, the hospital staff takes steps necessary to minimize or eliminate light emitted throughout the compound.

E. **STEPS**:

1. Employing both telephone and public address communications, rapidly pass the word to "DARKEN HOSPITAL".

2. Exterior Light Sources:

(a) Extinguish all area lighting, including that supplied to the helicopter landing area.

(b) Operate only reduced tactical vehicle lighting.

(c) Secure covers on lighted exterior equipment control panels, e.g., generators, refrigerators, etc.

3. Interior Light Sources:

(a) Extinguish all but absolutely essential light sources.

(b) Unfurl and secure window flaps on all tents.

(c) Secure (zip) door flaps on all exterior tent openings.

(d) Secure ventilating fans in all Clinical Work Spaces and Base Camp Heads.

(e) Extinguish all immersion heaters.

(f) Extinguish all lights and lighted equipment in areas that have unsecurable openings.

F. **RESPONSIBILITY:**

All hands.

TAB B-6

MAINTENANCE AND REPAIR

A. **PURPOSE**: To facilitate repair and maintenance of medical equipment and facilities.

B. **DEFINITION**: N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**:

Medical/Dental Maintenance Work Order, NAVMED 6700/4.

D. **CRITERIA**:

Defective equipment is reported and repaired.

E. **STEPS**:

1. Repair of Medical Equipment:

(a) Emergency Repair.

(1) Call Medical Repair with the following information:

a Nomenclature.

b Control Number.

c Nature of Problem.

d Location.

(2) Make appropriate Departmental Log entry.
Include Work Order Number.

(b) Routine Repair.

(1) Prepare NAVMED 6700/4 in duplicate for each defective item.

(2) Deliver original to Medical Repair; retain copy in general files.

(c) Accomplish routine inspection and maintenance IAW Chapter 12.

2. Repair of Non-Medical Items:

(a) Emergency Repair.

(1) Call Public Works and provide the following:

a Nature of Problem.

b Location.

c Point of Contact.

(2) Make appropriate Departmental Log entry.
Include Work Order Number.

(b) Routine Repair.

(1) Prepare NAVMED 6700/4 in duplicate for each defective item.

(2) Deliver original to Public Works; retain copy in general files.

(c) Accomplish routine inspection and maintenance IAW Chapter 15.

TAB B-7

GENERAL FIRE REGULATIONS

A. **PURPOSE:** To provide guidance to all hands regarding general fire prevention and fighting methods.

B. **DEFINITION:** While this TAB is intended principally to provide guidance in the event of a fire, it is also applicable to other emergency occurrences such as:

1. Accidents involving vehicles and/or other heavy equipment.
2. Incidents that create or pose potential fire hazards.
3. Situations that require the use of ladders or water pumping assistance.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:** N/A.

D. **CRITERIA:**

1. Regulations will be posted conspicuously in all hospital spaces.
2. Staff will be familiar with those regulations.

E. **STEPS:**

1. INITIAL ON-SITE RESPONSIBILITIES:

(a) To turn in an alarm:

(1) Notify the Fire Chief and Officer of the Day by most rapid means available (telephone, radio or runner).

(2) Give exact location of fire.

(3) Report the nature of the fire or emergency (electrical fire, smoke smell, vehicle fire).

(4) Identify yourself.

(5) Request acknowledgement.

(b) Take appropriate immediate action:

(1) Warn all occupants in the shelter or threatened area of the imminent danger.

(2) Close (do not lock) all doors and openings.

(3) Attempt to extinguish the fire.

(4) If situation is life threatening, evacuate occupants before accomplishing steps (1) and (5).

(5) Instruct someone to stand by to direct the fire response team to the threatened location.

(6) Direct evacuees to congregate in one group as much as possible to aid in the mustering process.

2. FOLLOW-ON RESPONSIBILITIES:

(a) Upon receipt of an alarm, the Fire Chief will identify apparatus and personnel to respond to the scene of the fire.

(b) Personnel at the scene of the fire, if the situation is not life threatening, shall close doors and openings, remove or protect records in accordance with regulations, operate extinguishing equipment, and assist the responding fire party as directed.

(c) The senior Master-At-Arms on duty shall proceed to the scene of the fire and shall take charge of police activities in the vicinity.

(d) When requested by the Fire Chief or the Officer of the Day, a suitably manned ambulance will be sent to the scene of the fire for use by the officer in charge.

3. INSPECTIONS:

(a) Designated Fire Division personnel, under the direction of the Fire Chief, shall make inspections as required of all fire extinguishers and areas within the Hospital.

(b) ISO shelters and tentage shall be thoroughly inspected and conditions will be monitored during operations.

(c) Inspections shall be made of all station structures as required to ensure that fire regulations are observed effectively, and to detect and correct fire hazards identified. Fire prevention inspectors shall submit a fire inspection report to the department/staff/office head responsible for each area. The report will include recommendations of corrective action necessary to eliminate the hazardous conditions.

4. FIRE DRILLS AND FIRE SAFETY TRAINING.

(a) Fire drills shall be conducted by the Fire Division to ensure staff familiarity with fire prevention safeguards, i.e., proper and effective use of extinguishers, orderly and safe evacuation, etc.

(b) Drills will be conducted:

(1) quarterly throughout the compound; and,

(2) monthly in those areas that present particular hazards

(c) Fire drills will be supervised by Fire Division personnel and coordinated with the department/staff/office supervisor.

(d) Indoctrination briefings shall include fire safety orientation.

5. HOUSEKEEPING.

(a) Rubbish shall be removed at the end of each watch, placed in designated receptacles located at a safe distance from shelter walls in a position which will not obstruct traffic or operations. Rubbish collected from receptacles shall be removed to authorized disposal sites. Metal waste cans with metal covers shall be used in all areas except offices, where metal open top waste baskets are authorized. In shop and industrial areas, all waste cans shall be emptied or removed from the workplace daily.

(b) Oil-soaked rags, waste, and/or clothing shall be deposited in metal cans with metal covers conspicuously marked for this purpose. Paint rags and rags permeated with animal or vegetable oils shall not be kept in use beyond immediate requirements, except in authorized storage spaces.

(c) When shipping containers of highly combustible substances are opened, substances removed for working stocks shall be stored in metal containers with metal covers.

6. SMOKING.

(a) Smoking is prohibited in:

(1) Shop areas.

(2) Storage spaces.

(3) Berthing areas.

(4) Secured structures.

(5) Within 50 feet of flammable liquid and gas storage, handling and dispensing areas.

(6) Shipping and receiving areas.

(7) Spaces where open flames or spark-producing equipment is prohibited.

(8) Any other area so designated.

(b) Designated smoking areas will be selected and identified. Such areas shall be clearly defined and posted. Adequate numbers and types of receptacles for discarded smoking material shall be provided and housekeeping shall be maintained at a high standard.

7. HEATING APPARATUS:

(a) Heaters shall be installed and maintained in accordance with Public Works guidance and approval.

(b) Proper clearances shall be maintained between all eating devices, smoke pipes, stacks, and vents, and any combustible material.

(c) Automatic controls provided/installed on oil fired heating equipment shall not be altered, repaired, or adjusted by anyone other than qualified personnel of the Public Works Department.

(d) Portable heaters must be approved by the Fire Division prior to use.

(e) The use of open flame heating devices is prohibited in areas where flammable vapors are likely to accumulate. Examples include fuel storage and transfer points, garages, and paint shops.

8. ELECTRICAL APPARATUS:

(a) Electrical circuits/devices/components shall not be altered without the authority of the Public Works Department. Electrical wiring shall not be installed or leads installed to or removed from fixtures by other than qualified electricians of the Public Works Department or Medical Repair Division.

(b) All electrical switches in master or sub-panels shall be correctly labeled to indicate circuits controlled. All master switches will be so indicated on the exterior of the panel or its enclosure.

(c) Coffee makers, hot plates, and similar devices and appliances shall be located with adequate clearances from combustibles and shall not be operated in storage rooms or other out-of-sight spaces. Automatic timers shall not be used to control power supply to these devices.

(d) Electrically operated equipment, appliances, machines, and tools commonly used shall be grounded. Tools and appliances protected by a system of double insulation or its equivalent shall not require a ground. Where such a system is employed, the equipment shall be distinctively marked.

(e) Electric lights shall not be allowed to rest against tent walls, wooden benches, or any flammable material likely to ignite or char from the heat of the light.

(f) Extension cords for lights and electrically operated tools or devices, together with their connections and fittings, shall be of the grounded type.

(g) Circuit breakers shall not have any devices installed to prevent the circuit breaker from tripping.

(h) Use of temporary type wiring; i.e., extension cords, etc., for permanent and semi-permanent application is prohibited.

9. FLAMMABLE LIQUIDS AND GASSES.

(a) The use of gasoline, naphtha, acetone, alcohol, benzene, and other volatile flammable liquids for cleaning purposes is prohibited except as approved by the Fire Division. Parts cleaning vats using solvents or other flammable/combustible liquids with Fire Division approval shall be equipped with tight fitting covers, employing fusible links, and kept closed when not in use.

(b) Paints, oils, greases, alcohol, benzene, and other flammable liquids shall not be stored in warehouses where combustible materials are stored. Flammable liquids in use in any building, shop, storeroom, office or similar space shall not exceed the quantity necessary for immediate requirements.

Volatile flammable liquids shall be kept in approved safety containers which shall be painted yellow and labeled. Storage facilities for these materials within buildings shall be in metal or metal-lined lockers painted yellow and labeled.

(c) All duplicator fluid containers must be marked "FLAMMABLE MIXTURE - DO NOT USE NEAR FIRE OR FLAME," "DO NOT USE INTERNALLY - POISON." These liquids shall be treated as flammable.

(d) Paint spraying shall be confined to approved spray booths or outdoor locations. When using portable paint spray apparatus, fire extinguishers must be readily available.

(e) Electrical ground connections shall be properly attached to containers and a grounded point during all transfer operations involving volatile, flammable liquids.

(f) Flammable liquids shall be stored only in those buildings or areas approved by the Fire Chief. Flammable liquids may not be stored in any berthing space.

(g) Drip pans rigged to/with vehicles, fuel tanks, drums, and oil heaters shall be emptied daily or when full.

(h) Flammable liquids shall not be dumped into bodies of water, drains, sewers, or onto the ground. Containers of

such liquids shall not be emptied or discarded in trash receptacles.

(i) Compressed gas cylinders shall comply with color codes and labels as specified by MILSTD 101B.

(j) Cylinders of compressed gases, whether in use or storage, shall be secured to prevent overturning.

(k) Cylinder caps shall be secured on cylinders when not in use.

10. HOT WORK.

(a) Welding, burning, or any open flame work shall not be accomplished inside buildings except in the presence of an adequate fire watch. This provision does not apply to buildings or parts of buildings where hot work is accomplished normally in connection with operations and which are equipped with adequate shields and protective devices.

(b) Fire watches will not be provided by the Fire Division. Activities shall provide their own fire watches.

(c) Oxygen and acetylene cylinders shall be stored separately, maintaining a 25-foot separation, in well ventilated locations protected from the sun and secured to prevent them from overturning.

(d) Acetylene cylinders shall always be stored, used, and transported in an upright position.

11. WAREHOUSING.

(a) Material will be warehoused in a neat and orderly manner.

(b) A 20-inch clear space shall be maintained between stored materials and walls.

(c) Center aisles shall be maintained at a minimum of six feet in width and free of obstructions.

(d) Packing materials such as excelsior and shredded paper shall be stored in and used from containers approved by the Fire Chief.

(e) Stocks that are susceptible to water damage shall be stowed on platforms or skids.

(f) Material containing properties of a fire hazardous nature shall be identified and, thereafter, handled and stored in accordance with applicable directives. Exceptions require approval by the Fire Chief.

(g) Access aisles shall be maintained to all fire equipment, main electrical switches, and exits.

(h) No exterior doors or fire lanes will be blocked by storage unless authorized by the Fire Division. When authorized by the Fire Division, "Door secured" or "Fire Lane Secured" signs shall be posted on the interior and exterior of the door.

12. EXPLOSIVES.

(a) The storage, handling, and transporting of explosives shall be in accordance with NAVSEA OP5.

(b) The Security Officer shall be notified of the storage of any ammunition. Ammunition handling, transferring, transporting, or storing, either temporarily or permanently, shall be accomplished as directed by the Security Officer.

13. ROADS AND PASSAGEWAYS.

(a) Passageways designated as fire lanes shall be kept clear at all times for the passage of fire apparatus.

(b) Access roads shall not be blocked by ditches, barricades, etc., without prior notification to the Security Department. Every effort shall be made to provide by-pass roads and to put the road back in service as soon as possible.

(c) Exit doors, aisles, and passageways leading from occupied buildings shall be unlocked and accessible at all times.

14. FIRE FIGHTING EQUIPMENT.

(a) Fire fighting equipment, i.e., fire extinguishers, stand pipe hoses, etc., shall not be used for any purpose other than fire fighting.

(b) No vehicle shall park within 15 feet of any building except in an area specifically marked for parking.

(c) The Public Works Department shall advise the Fire Division when fans, fire pumps, or electrical circuits are to be removed from service and when they are restored to normal operating conditions.

(d) The use of any fire extinguishing equipment or system shall be reported immediately to the Fire Division in order that proper replacement may be made. Any defective fire equipment noted shall be reported to the Fire Division immediately.

(e) Fire fighting equipment and facilities, such as hose racks, extinguishers etc., shall be kept in a workable/operable condition, unobstructed, and accessible at all times.

15. FUEL HANDLING.

(a) Proper and adequate fire equipment shall be readily at hand during transfer or use of gasoline.

(b) No filling or draining operation shall be conducted while an internal combustion engine is running within a distance of 50 feet, except when it is necessary to use a power take-off drive.

(c) No open fires, naked lights, blow torches, heaters, or other sources of fire or sparks shall be permitted within a distance of 50 feet during the transfer or use of fuel except when it is necessary to use a power take-off drive.

(d) No smoking is permitted within 50 feet of any filling or transferring operation.

(e) Any spilled fuel shall be reported immediately.

(f) The parking of any vehicle in the pump area is prohibited, except when the vehicle is being fueled.

(g) The transporting of fuel in a vehicle in any type of container, other than one that is permanently attached to the frame of the vehicle, is prohibited. In emergencies, up to five gallons may be carried in an approved container.

Public works maintenance and combat vehicles are exempt from this provision.

(h) Spark-proof tools and wooden pry bars shall be used when working on gasoline connections.

(i) No tank truck in an unsafe operating condition shall be used for fueling or transferring operations. Any unsafe operating condition; i.e., fuel leaks or trouble with the equipment, shall be reported promptly.

(j) Fuel received in bulk shall be transferred by hose or by rigid pipe with proper swing joint connections from the source of supply. Before any hose or piping is connected, a ground wire shall be connected between the source of supply and receiving inlet.

16. MISCELLANEOUS PROVISIONS.

(a) Every precaution shall be taken to prevent fire.

(b) No person shall knowingly turn in a false alarm.

(c) No person shall conduct or maintain any fire hazardous operation unless proper and adequate fire preventive measures have been taken. Such operations shall be inspected and approved by the Fire Division.

(d) All fires of an accidental and unplanned nature, even though extinguished, shall be reported to the Fire Division.

(e) The storage and handling of nitro-cellulose motion picture film and photographic and X-Ray film shall be in accordance with established NFPA standards.

(f) Hoods and vents associated with galley equipment shall be cleaned in accordance with NAVMED P-5010 to prevent the accumulation of grease.

(g) The installation of interior finishes of wood, plywood, fiberboard, and other materials must be approved by the Fire Division.

(h) Vegetation, cotton, plastic cloth, textile, expanded foams, excelsior, paper, or other combustibles shall not be used within shelters unless such materials, have been

approved by the Fire Division. These items shall not be hung from light fixtures or fire equipment.

(i) The use of open flame lighting devices such as oil lamps and candles is prohibited.

(j) All grass, weeds, and brush within 25 feet of a structure shall be kept trimmed. For open storage and fuel handling and storage areas the trim line shall be a minimum of 50 feet. Trash and leaves shall not be permitted to accumulate under or against structures. The use of oxidizing agents, open burning, or incinerated burning without prior approval of the Fire Division is prohibited.

(k) Central trash disposal units shall be spaced a minimum of 15 feet from combustible structures or storage areas.

(l) Suitable fire apparatus will be provided for all helicopter landings and take-offs.

TAB B-8

FIRE PROTECTION BILL

A. **PURPOSE:** To delineate procedures to be followed in case of fire.

B. **STEPS:**

1. Sound the alarm by calling: F I R E!!!

2. Notify:

(a) Public Works (Fire Department)

(b) Officer of the Day

(c) Department Heads.

3. Describe:

(a) Exact location

(b) Type of fire

(1) "CLASS A" - (rubbish, paper, wood, etc.)

EXTINGUISHING AGENT - Water Extinguisher

(2) "CLASS B" - (flammable liquids, gas, oil, etc.)

EXTINGUISHING AGENT - Carbon Dioxide (CO2) and/or Dry Chemical

(3) "CLASS C" - (electrical) EXTINGUISHING AGENT -

Carbon Dioxide (CO2) and/or Dry Chemical

(4) "CLASS D" - (combustible metals) EXTINGUISHING

AGENT - Special Agent (Powder)

Note: Combustible metals react violently if water is applied. For this type of fire, use Metal-X compound or any dry graphite agent.

5. Evacuate patients from the immediate area following the Posted Evacuation Flow Chart.

6. If able without endangering yourself or others:

(a) Close doors/tent flaps to confine the fire or fumes and prevent drafts.

(b) Secure utilities in the immediate area; oxygen, gas, etc.

(c) Obtain and use the nearest correct extinguisher on the fire.

(d) Direct firefighters to the scene of the fire.

7. Muster all hands (staff and patients) according to fire bill.

C. **RESPONSIBILITY:**

Department Head.

TAB B-9

EVACUATION POLICY

A. **PURPOSE:** To establish an orderly evacuation flow of specific working spaces.

B. **DEFINITION:** N/A.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

Evacuation Flow Chart for area.

D. **CRITERIA:**

Patients are safely and rapidly evacuated from area in less than 15 minutes from time of notification.

E. **STEPS:**

1. Senior Corpsman will familiarize all hands with the "Evacuation Flow Chart" posted in each working space.

2. Post charts in a highly visible location.

3. Follow "Fire Bill" procedure or as directed.

4. Muster all personnel at a designated area.

F. **RESPONSIBILITY:**

All hands.

TAB B-10

MESS DECK MEAL HOURS

Monday through Sunday

<u>Breakfast</u> :	0530 - 0830
<u>Lunch</u> :	1030 - 1330
<u>Dinner</u> :	1630 - 1930
<u>Night Meal</u> :	2330 - 0130

1. Messing procedures include:

- (a) Access through front of tent.
- (b) Sign appropriate signature record sheet for specified category.
- (c) Proceed down center corridor acquiring utensils.
- (d) Make selection and eat (seconds may be obtained by reentering line).
- (e) Due to limited seating, keep dining time to a minimum.
- (f) Deposit tray, cup, and trash in scullery at end of dining area in appropriate receptacles.
- (g) Coffee, water, and fruit punch will be available in the mess decks 24 hours/day. All users will police area.
- (h) Mess decks may be used for special functions on a reservation only basis. Submit requests to Head, Food Service Department.

TAB B-11

PATIENT VALUABLES AND PERSONAL EFFECTS

A. **PURPOSE:** To set forth procedures for the management and handling of patients' valuables and personal effects.

B. **DEFINITION:** Personal valuables and effects brought to the hospital by admitted patients.

C. **REFERENCES:**

1. NAVMEDCOMINST 6010.1 series.
2. NAVSUPMAN, Volume 1.

D. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

1. NAVMED 6010/8 (current revision) Patient Valuables Envelope, TAB J.
2. DD Form 599, Patient Effects Storage Tag, TAB J.
3. Non-standard Form #2 Patient Effects Inventory, TAB J.

E. **RESPONSIBILITY AND ACTION:**

1. The Head, Patient Administration is the designated collection agent for patients valuables and patient personal effects. This designation is made by the Commanding Officer in writing.

2. Assistant collection agents will be appointed in writing by the Head, Patient Administration.

3. Each person appointed will be familiar with the references and procedures outlined here and in the references.

4. Procedures.

(a) Patient valuables and personal effects will be collected and properly accounted for upon admission to the hospital.

(b) Patient valuables will be collected by authorized personnel using the Patient Valuables Envelope. Instructions

are contained on the envelope. Attach pink and blue copies to the inpatient record jacket. Valuables will be properly stored in a safe or other locked container.

(c) Personal effects will be collected and inventoried by authorized personnel using DD599 and Patient Effects Inventory. Attach upper half of DD599 to effects container and lower half to form to inpatient record jacket. Collected, inventoried and tagged personal effects will be stored in a locked container.

(d) Portions of valuables may never be withdrawn - whole contents only.

(e) If the patient is unable to withdraw valuables or personal effects, another person may be designated in writing on the envelope or personal effects inventory form.

(f) Nursing service personnel will follow instructions above and turn over personal items to authorized custodians for storage. A supply of forms will be maintained on the wards for this purpose.

F. **RESPONSIBILITY:**

1. Commanding Officer.
2. Head, Patient Administration and Assistant Collection Agents.
3. Ward Supervisors or Assistants.

TAB B-12

CROSS ASSIGNMENT OF STAFF FOR SPECIAL WATCHES

A. **PURPOSE:** To detail procedures for cross assignment of staff personnel for special watches.

B. **DEFINITION:**

Special watches may be created to provide base support functions as required by circumstances, e.g., cleaning details, generator watches, fire watches, mess duty and other requirements dictated by the field environment.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

As required by the type of watch. Usually provided by the functional area receiving the support. Special requirements will be provided by exception.

D. **STEPS:**

Upon request by competent authority, provide manpower or provide impact to chain of command.

E. **RESPONSIBILITY:**

Functional area department head.

TAB B-13

PROCEDURES FOR MASS EVACUATION OF PATIENTS AND STAFF

A. **PURPOSE:** To detail procedures for evacuation of patient and staff personnel from the Fleet Hospital.

B. **DEFINITION:** Mass evacuation is defined as movement of patients or staff under circumstances which are not planned, anticipated or are beyond normal operational capacities.

C. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

1. All vehicles capable of moving personnel, supplies, equipment and vehicle operators.

2. All patient and staff records, classified documents and rosters of personnel as dictated by the circumstances.

3. Water, food (MRE), medicinals, medical equipment, weapons and comfort items needed for a minimum period of transportation and temporary berthing en route to new destination.

D. **STEPS:**

1. Upon determination of need for emergency evacuation, the Commanding Officer will formulate a general plan for mass casualty or staff evacuation from present location to selected site based upon requirements transmitted from higher authority and will make the following assignments:

(a) Director of Administration.

(1) Direct Personnel Officer to establish manpower pool, obtain rosters of staff, make assignments to manpower pool or to work areas.

(2) Assign Patient Affairs Officer to Director of Surgery to assist in development of triaged patient movement list and determine ambulatory status of patients.

(3) Assign Operating Management Officer to burn or sort classified information for transport, and safeguard documents in transit. Destroy COMSEC equipment or otherwise ready communications section for transport communications

support. Assign and instruct guards on security and destruction procedures.

(4) If possible, coordinate arrival of patients or staff with the receiving facility.

(b) Director of Nursing.

(1) Ready patients, staff and equipment for emergency movement.

(2) Provide litter and ambulatory status of patients for movement. List by ward and functional area to include minimum attendants required. Provide Executive Officer estimates of earliest possible movement of critical patients.

(3) Provide Executive Officer estimate of earliest movement of functional areas and wards to include estimated square foot of bulk supplies and equipment required to accompany functional area.

(4) If possible establish liaison with receiving facility and/or dispatch augment staff to supplement and coordinate support requirements.

(c) Food Service Officer.

(1) Ready staff, equipment and supplies for provision of minimum rations during transport.

(2) Estimate bulk transportation requirements and report to Executive Officer.

(3) If possible establish liaison with receiving facility, determine capacities and/or dispatch senior enlisted person to coordinate support requirements.

(d) Public Works Officer.

(1) Ready every available means of transport for movement of personnel, supplies and equipment. Determine pool requirements and provide fuel and water haulers.

(2) Assign drivers and assistant drivers/guards to each vehicle.

(3) Establish plan for convoy security and protection en route to destination. Augment PW staff with MAA and/or staff from manpower pool.

(4) Coordinate with Executive Officer regarding transport capacities after determination of patient, staff, supply and equipment transport requirement.

(5) Establish work teams to properly load and secure vehicles. Augment PW Crew Leader with personnel from manpower pool.

(6) Establish site demolition plan and crews as dictated by requirements of the situation.

(7) If possible establish liaison with receiving facility and/or dispatch senior enlisted person to coordinate support requirements.

(e) Material Management Officer.

(1) Establish work teams and coordinate emergency issue of required supplies and equipment. Report shortages and requirements to Executive Officer.

(2) If possible establish liaison with receiving facility and/or dispatch senior enlisted person to coordinate support requirements.

(3) Based upon circumstances and orders from command destroy usable supplies and equipment.

(4) If required, establish materials issue team for 782 gear.

(f) Director of Surgery.

(1) Triage patients and formulate a patient movement plan with the Executive Officer, Public Works Officer and Director of Nursing.

(2) If possible establish liaison with receiving facility to determine capabilities and/or dispatch augment staff to receiving facility to supplement and coordinate support requirements.

TAB B-14

ORDERING OF SUPPLIES

A. **PURPOSE:** To provide instructions on the ordering of supplies.

B. **DEFINITION:** N/A.

C. **EQUIPMENT, FORMS, AND SUPPLIES REQUIRED:**

Supply Catalog, located in the Material Management Department.

D. **CRITERIA:**

Supplies are ordered and delivered in an orderly and consistent manner.

E. **STEPS:**

1. Each department will submit a daily requisition for supplies needed, to Material Management Department, by 0700 daily.

2. Departments will use the Supply Catalog, located in the Material Management Department, to obtain information for supplies needed.

3. Supplies will be ready for pick up by 0700 the following day. Each department will be responsible for picking up their own supplies.

F. **RESPONSIBILITY:**

1. Department Supply Petty Officers.

2. Storekeeper.